Serial No. 09/772,601

Atty. Docket: 72167.000247

REMARKS

I. Status of Claims

Claims 1-32 are pending in this application.

Claims 1-3, 6-9, 17-19, 24-26 and 29-32 stand rejected under 35 U.S.C. § 103(a) as allegedly being unpatentable over U.S. Patent No. 6,578,015 to Haseltine et al. (hereinafter "Haseltine") in view of U.S. Patent No. 5,699,528 to Hogan (hereinafter "Hogan").

Claims 4, 5, 10-16, 20-23, 27 and 28 stand rejected under 35 U.S.C. § 103(a) as allegedly being unpatentable over Haseltine in view of Hogan and further in view of U.S. Patent No. 6,292,789 to Schutzer (hereinafter "Schutzer") and U.S. Patent No. 5,465,206 to Hilt et al (hereinafter "Hilt").

The Board of Patent Appeals and Interferences affirmed the rejections issued in the Final Office Action dated June 13, 2005.

Claims 1, 19, and 24 were previously amended in response to the Board decision.

II. Summary of Office Interview

Applicant thanks Examiner Felten for the courtesy extended during the January 25, 2012 office interview. During the interview, Applicant's undersigned representative provided an overview of the claimed invention and discussed with the Examiner the main issues on appeal and how those issues were addressed by the RCE amendment. Although no agreement was reached regarding claim allowance, Applicant promised to supply additional information regarding "remittance slip" and the "formatting" thereof in order to facilitate the Examiner's prior art search. Hence the following remarks.

III. Further Clarification of Claim Elements

"remittance slip"

Applicant respectfully submits that a "remittance slip" is a well known and well defined

type of financial document in the fields of payment processing (also known as "lock box processing") and wholesale or retail businesses in general. As shown in the following exhibits, one of ordinary skill in the art would understand what a remittance slip is and would also appreciate the specific content, format and function of a common remittance slip.

Exhibit 1. Investopedia explanation of "remittance slip" in connection with "remittance letter":

"Many bills that are sent by mail to be paid by check contain remittance slips, a portion of the bill that is perforated so it can be torn off and sent with the customer's payment as a way of identifying the payment. The remittance slip will contain the customer's name, address, account number, balance due, due date and invoice number. The remittance slip, like a remittance letter, ensures that the customer's account is credit properly and the supplier or creditor keeps its books accurate."

Exhibit 2. Answers.com "What is a remittance slip?":

"It is a financial document that is usually sent to a customer of a supplier. It is usually a tear-off part on a statement of accounts. It helps the both the customer and the supplier, it makes it clear which invoices the customer are paying, for example by putting ticks next to them.

They can be enclosed with the payment.

If the customer did not make it clear what invoice they are paying then later invoices will be paid which would be bad because these have the most trade credit on (the time they have to pay it) the customer wants to pay the earliest invoice so that it is not overdue and they are not charged interest. This will also please the customer."

<u>Exhibit 3</u>. Answers.com definition of "Remittance, Remittance Coupon Book, Remittance Slip":

"Payment, which may be accompanied by a preprinted coupon indicating the account number, date, and purpose; or by an individually prepared slip, which indicates the account, invoice paid, trade discount paid, and returns."

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In fact, a common form of remittance slip has been in use for over a century now, as evidenced in the following exhibits.

Exhibit 4. Fred Kahn, "Purchase Records for Retail Dealers," System: The Magazine of Business, Vol. 11, No. 6, June 1907, pp. 615-6 (illustration and explanation of remittance slip).

Exhibit 5. John Raymond Wildman, *Principles of Auditing*, The William G. Hewitt Press (1916), p. 74 (explanation of how a remittance slip is processed).

Exhibit 6. Albert Claire Hodge, James Oscar McKinsey, *Principles of Accounting*, University of Chicago (1920), pp. 178 and 203 (illustration of a tear-off remittance slip and explanation of its function).

From the above evidence, it may be appreciated that the "remittance slip" is a well known term of art which refers to a fairly specific type of financial document with important functions in payment processing.

In sum, a remittance slip is a document provided to the payor which is <u>specifically</u> <u>prepared and formatted to be returned with a mail-in payment</u>. While a bill may be attached to a remittance slip, <u>a bill itself is not a remittance slip</u>.

"formatting at least one portion of the electronic summary in the form of a remittance slip containing remittance data as is found in a traditional paper based bill"

With the proper understanding of "remittance slip," the recited step of "formatting" should be self-explanatory and easily understood by one of ordinary skill in view of the surrounding claim language. For example, the "formatting" element specifies both the form and substance of the formatted output: it is "in the form of a remittance slip ... as is found in a traditional paper based bill" and the content is "at least one portion of the electronic summary" and includes "remittance data."

If these were still not clear enough, anyone of ordinary skill in the art, or even a

layperson, would readily understand what the step of formatting entails since the basic appearance and content of a traditional remittance slip are well known for decades, as evident from the following exhibits.

Exhibit 4. Fred Kahn, "Purchase Records for Retail Dealers," System: The Magazine of Business, Vol. 11, No. 6 (June 1907), pp. 615-6 (emphasis added):

"The remittance slip is made out in the form of a receipt, to be signed and returned by the payee, on which are entered the number of the check, the name of the department, the date of each invoice, the original amount, all discounts and credits which are to be considered and finally the net amount remitted."

See also id. at p. 615 (an image of a blank remittance form):

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	********	* KAHN E	MOD.	
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2818			8 /00.0 00 0.	
: #8554 #8 		00000000	8 /00.0 00 0.	
: **** *** ****		00048780	**************************************	
0478		000000	**************************************	
OATE		009447400	8 F (31.10 # 8 8 T 8 C (30.10 10	
94504 MO 9476		987847W(9888997)	8 * 681.0#8 8** ********	
0478		987847W(9888997)	8 F (31.10 # 8 8 T 8 C (30.10 10	
9474 9474		987847W(9888997)	8 * 681.0#8 8** ********	
2488 A8 8478	\$400.00 \$400.0	08948788	8 POLLOWS	***
24828 W8 8478	\$400.00 \$400.0	08948748	8 POLLOWS	***

Exhibit 6. Albert Claire Hodge, James Oscar McKinsey, *Principles of Accounting*, University of Chicago (1920), p. 178 (a tear-off remittance slip, note perforated line at the bottom)——

Bought of	Wabash at Madison Street
	BROTHERS
СН	ICAGO
	May 1, 1920
W. S. SCHULER	* * *
912 E 53d St.	
Chicago, Ill.	7/3245
Please detach and return this	FolioAmount
coupon with your remittance	

Exhibit 7. "Obtain a copy of the remittance slip in My Sprint Business Enhanced Account Management":

"The remittance slip contains everything you need to pay your bill, including the account name and number, total amount due and the mailing address for payment processing."

Exhibit 8. A FedEx remittance slip (remittance data to be manually filled in):

Remittance Slip	
Customer Name:	
Account Number Invoice Number	
Check Number:	
Check Amount.	

Exhibit 9. Verizon Remittance Slips

\$54000 4000 connectional tre	Seigh to answer proper credits **Cold Dat **Cold Dat
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CO 16 billing address has changed, cheek ins	e and sumplies reserve side
131111111111111111111111111111111111111	111 111111111111111111

From the above examples of remittance slips, it can be appreciated that their basic content and general format have not really changed from early last century till present days. One of ordinary skill in the art would readily understand how to use the relevant remittance information to format remittance slips with the proper data and layout.

Applicant also respectfully submits that the claim elements "remittance slip" and its "formatting" have been adequately described in at least the following portions of the Specification:

"Furthermore, in prior EBPP systems, if a payer wanted to pay a bill by another means, i.e., send a check, the payer is left without a remittance slip to accompany the check." Page 2, lines 9-11 (emphasis added).

"A copy of the summary information contained in or attached to the email presentment message is in the form of a remittance slip as is found in a traditional paper based bill. The bill recipient is able to print out the remittance slip which can then be included by the payer along with the non-electronic form of payment (e.g. cash or check)." Page 3, lines 1-5 (emphasis added).

"The summary level information included in the e-mail notification 25 is formatted in the same manner as a remittance slip in a traditional paper-based invoice. The summary information, therefore, includes at least the biller's 5 name, statement date, minimum amount due and total amount due." Page 9, lines 2-5 (emphasis added).

"As previously discussed, the e-mail 25 contains a summary of the bill that is detailed enough for the payer 30 to manually pay the bill using a traditional non-electronic form of payment such as by check, cash, money order or other non-electronic means and typically remits payment using traditional non-electronic means (e.g., by mail)." Page 11, lines 18-22 (emphasis added).

In light of the level of skill and knowledge in the art at the time of invention, the above description is more than enough to provide both a written description and enablement to a person of ordinary skill. Because both "remittance slip" and its "formatting" constitute information which is well known in the art, they need not be described in more detail in the Specification.

See, e.g., Hybritech, Inc. v. Monoclonal Antibodies, Inc., 802 F.2d 1367, 1379-80, 231 USPQ 81, 90 (Fed. Cir. 1986).

After all, Applicant is not claiming remittance slips or the formatting of remittance slips per se as the present invention. Both of them were old and well known. Rather, what is novel is the formatting and provision of remittance slips to specifically facilitate traditional, paper-based payments by banking customers in an electronic bill presentment and payment system.

In view of the foregoing, Applicant respectfully requests the withdrawal of the obviousness rejection of claims 1-32.

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IV. Conclusion

In view of the foregoing, it is respectfully submitted that the present application is in condition for examination. The Examiner is respectfully requested to contact the undersigned by telephone at the below listed telephone number, in order to expedite resolution of any issues and to expedite passage of the present application to issue, if any comments, questions, or suggestions arise in connection with the present application.

Please charge any shortage in fees due in connection with the filing of this paper to Deposit Account No. 50-4494, and please credit any excess fees to the same deposit account.

Dated: February 9, 2012 Respectfully Submitted,

Electronic signature: /CE LI/

CE LI

Registration No.: L0214 GOODWIN PROCTER LLP 901 New York Avenue, NW Washington, DC 20001 (202) 346-4000

Attorney for Applicant

Exhibit 1

Remittance Letter

Filed Under » Banking , Loans

Definition of 'Remittance Letter'



A document sent by a customer, which is often a financial institution or other type of firm, to a creditor or supplier along with a payment to briefly explain what the payment is for so that the customer's account will be credited properly. Remittance letters are often used when the customer does not have a fully established account with the counter party.

Investopedia explains 'Remittance Letter'



Many bills that are sent by mail to be paid by check contain remittance slips, a portion of the bill that is perforated so it can be torn off and sent with the customer's payment as a way of identifying the payment. The remittance slip will contain the customer's name, address, account number, balance due, due date and invoice number. The remittance slip, like a remittance letter, ensures that the customer's account is credit properly and the supplier or creditor keeps its books accurate.

1 of 1 2/3/2012 5:54 PM

Exhibit 2

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Enter question or phrase... Search: * All sources of Community QSA of Reference topics
Unanswered questions
New questions
New answers
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Usemame

Password (astesswerd)

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Sign in

Create account



Want To Be Rich Now? Are perity species the secret to resileng a base market fortune?



New York: Create your Own Anime Advance your at side with expensioned instructors. Early



Mortgage Rates Hit 2.50% (3.01% APR) If you one has tran \$73%, you probably quality for Gost one

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Welcome Recent site activity Reip center Browse categories Random question Promoted questions Community forum.

What is a remittance slip?

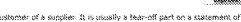
In: Uncategorized (Edit categories)

Payroll Services www.Psychex.com/Payroll Services
Done For You. Payroll, HR & Benefits Solutions Made Simple.

H&R Block Tax Calculators www.HP8lock.com
Use Our Calculators To Ensure Accurate Deductions & Credits.

Ads

Answer:



It is a <u>financial</u> document that is usually sent to a customer of a supplier. It is usually a hear-off part on a statement of accounts. It notes the both the customer and the supplier, it makes it clear which involces the customer are paying, for example by putting tacks next to them.

They can be enclosed with the payment.

If the customer did not make it clear what invoice they are paying then taker invoices will be paid which would be bad because these have the most trade credit on (the time they have to pay it) the customer wants to pay the earliest invoice so that it is not overdue and they are not charged interest. This will also please the customer.

Hope that helped!

Eree Tax Calculator Turbollax.com/tax-cafc Like A GPS For Your Taxes. Step-By-Step Guidance, Max Refundi

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Ads

First enswer by ID1594795678. Last edit by ID1594705678. Question popularity: 1 (recommend question), (report about

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Relevant answers:

What does **slip slip** kolt mead?

Slip sign knit means that you slip live stitches from your left hand needle to you're right hand needle like you're about to knit them. After the two stitches have been transferred over you take your...

How can you get to do the slips?

to do a slip you have to be flexible. Knee down put the right leg in front and put the left leg in the back and go low lower then you can......that's it you made it

What is remittance?

Remittance is any form of money transfer or payment done from your working country to home country. Usually the currences and the banks are different and hence while remitting you need to look for...

What is pay in **slip** or without **slip?**

itt a slip (hrough which aperson can deposit his money or check in his bank account

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Exhibit 3



Remittance, Remittance Coupon Book, Remittance Slip

Barron's Business Dictionary: Remittance,

Remittance Coupon Book, Remittance Slip

Payment, which may be accompanied by a preprinted coupon indicating the account number, date, and purpose; or by an individually prepared slip, which indicates the account, invoice paid, trade discount paid, and returns.

Previous: Remit, Reminder Advertising, Remedy

Next: Remonetization, Remuneration, Renegotiate

 $oldsymbol{\mathsf{Answers}}$ (Comp.) $oldsymbol{\mathsf{IM}}$ Reference Answers:

Segrent *

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Remittance, Remittance Coupon Book, Remittance Slip

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- What are the requirement to get the ofw remittances.? Read answer...
- What is a remittance order in a bank? Read answer...

Help us answer these:

- What are examples of remittance book?
- What is on a remittance advice slip?
- What is the purpose of Remittance advice slip?

Post a question - any question - to the wikianswers community:

Exhibit 4



Volume XI .

JUNE, 1907

Number VI

There are links in the chain of every Business Success which must be forged of nerve—pure nerve.

There are gaps in every man's career which nerve, and nerve alone, can bridge.

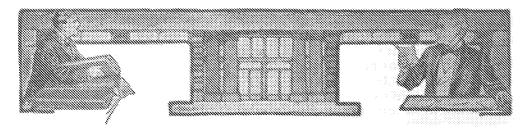
There are times in every human life when judgment wavers, and experience fails, and counselors only confuse.

These are the crises that call for nerve. Not brassy presumption, but sustaining nerve!

Nerve to fight our ways out of dark comers! Nerve to face, single handed, an unknown, uncounted foe! Nerve to do right when wrong seems alluring!

Nerve to carry us across chasms where nerveless men

Nerve to believe the things we think! Nerve to do the things we plan!



PURCHASE · RECORDS · FOR · RETAIL · DEALERS

A new method of combining a register of invoices received, with the necessary entries for the journal and ledger accounts; involving a classification of goods under departmental headings

BY FRED KAHN

A method of accounting which reduces the number of books and blanks necessary and at the same time presents all the data required by the bookkeeper in a compact and graphic manner, is an improvement welcomed by all retail dealers,

The system to be described in this article was originated for a department store which receives numerous shipments of goods daily, each invoice and shipment being directed to the individual department to which it belongs.

The principal book used is a looseleaf register, containing on one page entries regarding the registering of invoices, the purchase journal, the purchase ledger and data for computing costs.

A page of this book is shown in Form I. Each department of the establishment is given a separate sheet with the name of the department entered on the top line.

Classilying Invoices by the Departments Receiving Them

Every invoice designed for this department is given a line in the register. The lines are numbered consecutively, so that the location of the entry of each invoice can readily be found by reference to the department and the number. The sheet contains fifty lines on each side, beginning with zero and ending with ninety-nine, so that the numbers can be kept consecutively under the same department for an indefinite length of time by merely prefixing one to the figures of the second sheet, two to the figures of the third sheet, and so on, increasing each sheet by a hundred.

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Form 5: The know-leaf register on which the invoices for each department are entered, and where a summary of all transactions near-then may be found

The first division of the page, following the date of the entry, contains the spaces for the invoice register. Here are entered the name of the shipper, followed by the method of shipping, whether by express or freight, and the route chosen, which may be indicated by the initial of the railroad or the abbreviation of the express company. Following these come the date of the shipment, the terms of payment which must be observed, and the amount of the invoice.

No other items are entered at the time that the invoice is received, but the bills are given a filing number which consists of the letter denoting their department and the number of the line where they are entered, and are then sent to the department files, where they remain until the arrival of the goods.

How the Invoices are Checked When the Goods Arrive

Being now called into use for further entries, they are taken from the file, the number of packages in the shipment checked on them to detect any possible errors; and they are sent to the office for further entry.

The columns under the heading "purchase journal" are now filled out. The only entry necessary is the amount, as usually entered in the purchase journal, for the name of the shipper and the date of his invoice are all carried through by the original entry on the same line.

The three columns in the purchase journal division are intended for entry of goods delayed in transmission. In the first column, all goods are entered which are received promptly during the current month, the name of the month being entered at the top and the date at the left of the blank space. If goods are delayed until the second month, they are entered in the second column, and delays until the third month find a place in the last column. Invoices older than this rarely need to be provided for, but if a longer delay occurs, the entry may be voided and the data reentered on a new line.

By glancing down the column, the clerk in the bookkeeping department is attracted by a blank space which indicates that the shipment has not been received. Reference to the first entries on the same line shows when the goods were billed and how they were shipped—the facts which are necessary in tracing a delayed shipment. This makes it comparatively easy to keep track of any irregularities in the receipt of goods.

A Follow-up on Bills to Insure Prompi Paymeni

At the same time that the entry is made in the purchase journal, the first column of the purchase ledger division is filled out.

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Form II: The remittance blank which is made out when gracks are received and filed until maturity

It is well at this time to fill out the remittance blanks (Form II), and file them for payment on the day that the bill matures.

In this way every bill is sure to be attended to when it falls due and a considerable saving in discounts is insured. The remittance slip is made out in the form of a receipt, to be signed and returned by the payee, on which are entered the number of the check, the name of the department, the date of each invoice, the original amount, all discounts and credits which are to be

considered and finally the net amount remitted.

As these slips are made out on the date that the consignment of goods arrives, they are filed in a follow-up file, each bill being classified under the date which appears at the top, which is the date of the maturity of the invoice. In this way all receive attention in regular order and no reference to the ledger account is necessary. The remittance slip is made with a carbon duplicate on yellow paper, bearing the same consecutive number as the original

This duplicate is retained as proof of remittance until the receipted original has been returned. Use may be made of it permanently by filing one set alphabetically and the other set numerically, if desired.

Recording the Date of Payment of Each Invoice

When the amount of the invoice is paid, the balance of the purchase ledger account on Form I is filled out. The date of payment is entered, the amount with which the cash book should be credited and the page of that entry, the amount of discount and the number and amount of any claims for credit. These may result from the return of damaged or unsatisfactory goods to the shipper and each claim must be identified so that it can be referred to in the correspondence with the firm and consulted by the accountant.

The last two columns are selling totals for each invoice, with all deductions and credits subtracted from the total amount at the selling price. These columns are of use when percentages are to be figured.

Provision for Entry of Miscellaneous Invoices

The foregoing description of the invoice register has presupposed that each invoice can be definitely assigned to a particular department of the house and can therefore be entered on the special sheet set apart for that department. Buyers and sellers are instructed to order separate bills for each department. It sometimes happens, however, that the shipper will disregard this request and one invoice will be sent covering goods for two or more departments.

It has been found easier to prepare pages for handling these miscellaneous invoices than to send the bill back to the shipper for correction. For this reason a sheet headed "miscellaneous" is included in the book of departmental accounts, on which all such invoices are entered. At the end of the month it is necessary to classify the items of these invoices and transfer the totals to the proper department account.

In this case, only the amounts in the purchase journal column and the selling totals are copied, reference being made in the miscellaneous register to the original entry by means of the number of the line in the column where the name usually appears in the department ledger.

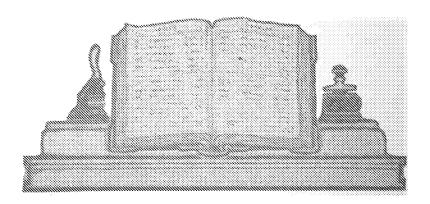
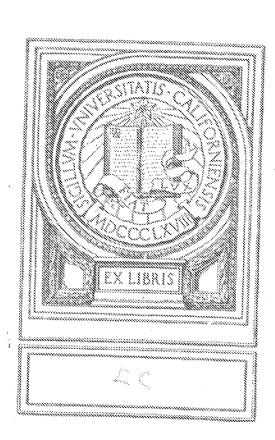
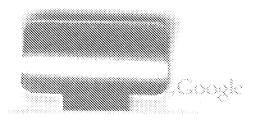


Exhibit 5

Principles of auditing

John Raymond Wildman





Principles of Auditing

SY

JOHN RAYMOND WILDMAN, M.C.S., C.P.A.

Professor of Accounting in New York University



1916
THE WILLIAM G. HEWITT PRESS
61-57 NAVY STREET, BROOKLYN, NEW YORK

NF5669

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and the same

 DEDICATED
TO
TO
MR. ELIJAH WATT SELLS
PHONEER, AUTHORITY
GENTLEMAN

systems of accounting for cash sales. Comparatively few, however, it is thought, make a record of the articles and quantities sold. Rather than not it is apt to be the case that the man in the stores department who has charge of the sales, jots down the amount he takes in, foots up the total at the end of the day, and at the end of the day or month turns over the receipts to the cashier, such record being the only one found.

Cash received from customers has in the past been a most unsatisfactory item to verify. The auditor has had to be content with checking the amounts against the customers' accounts with the hope that before the audit was completed, a statement would be sent to each customer with the balance, with a request for confirmation, and in that way a partial check of the amount of the receipt would be obtained. Unfortunately many customers are careless about returning statements, even when requested to do so, all of which interferes with the completeness of the proposed check. There has recently come into use in a somewhat sporadic way, a scheme which seems to be an excellent one, not only from the point of view of the merchant, but also that of the accountant or auditor who is called upon to verify receipts from customers. Within the past year a number of leading department stores in New York City have adopted the scheme. It consists in using a perforated invoice so that one part may be retained by the customer and the other returned with remittance. The invoice has been used in two ways. The first is the regulation invoice made out in every respect as formerly, with the perforation at the top where the body of the invoice begins. If the customer pays by check and no receipt other than that on the back of the check is desired, he tears the invoice apart at the point of perforation, returns the upper part showing his name, address and ledger folio, as well as the amount, and retains the lower part showing the items and total amount. When used in the other way, the invoice is of the same form and prepared in the same manner as before, except that the perforated portion is at the bottom and duplicates the information relative to name, address, folio and amount which appears at the top of the invoice. In this case, the perforated section is torn off and returned with the check, the invoice being retained by the customer. This scheme not only saves postal and clerical labor to the merchant because of the fact that he has no receipted

PRINCIPLES OF AUDITING

invoice to return, but it furnishes a satisfactory voucher, as it were, to the auditor in support of the receipts from customers. It is in fact a remittance slip. It comes in with the check. The check goes to the cashier to be entered in the cash book. The remittance slip goes to the bookkeeper who keeps the customers ledger. This procedure facilitates the work since it provides the bookkeeper with something to post from immediately; at the same time the cashier is making the entry if desired. The remittance ultimately goes back to the cashier to support the cash receipts. The use of this scheme by an increasing number of concerns would be a great boon to the accounting profession. If slips of this kind are not found and they probably will not be for some time, until the practice becomes more general, about the only thing to do in so far as the verification is concerned, is to check the cash received against the customers' accounts to see that when cash was debited the customers' accounts was credited. This, if followed up later by sending out a statement for confirmation, will be as good a confirmation as an auditor may hope for.

With regard to miscellaneous receipts, no fixed rule may be laid down. Good sources of verification will have to be searched out according to the items involved. A good source, for example, with regard to interest on bank balances, would be the usual monthly statements which some banks and trust companies send depositors. These statements show the amount of interest which has been credited to the depositor's account. There might be obtained of course a certificate or statement from the bank or trust company, showing how much had been credited during the entire year. This might, however, not be possible as such banks might take the position that having rendered a monthly statement, they were not called upon to go further. Some judgment must of course be displayed in determining how diligent an auditor should be in verifying items of this kind, since their size and importance may not justify the expense of any considerable time in order to verify them.

Interest on bonds is not so difficult to check. Knowing the par and the amount of the holding, and finding out the rate of interest paid and the dates on which it is payable, the amount of interest received or receivable should be determined without difficulty.

Exhibit 6

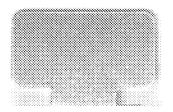
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9400 9568	22	4 pr. hose	-28	3.00	
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		Cotal		\$30.38	
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9568	73	Less credits		2.30	

The top part of this statement, which is perforated for detachment from the lower part, is really another kind of voucher. It is a remittance slip, intended to be detached and returned with the remittance, and is used by the selling concern as a voucher for the recording of cash received from customers in payment of their accounts. The use of this form will be discussed in a later chapter.

The receipt. A receipt is a written acknowledgment given by the party receiving money in discharge of an obligation to the one making such payment. In the past this form was much in use, but in modern business practice it is almost obsolete. Where payments are

CHAPTER XVIII

BUSINESS PRACTICE AND PROCEDURE—Concluded.

Cash receipts. The procedure involved in handling the cash of a business, using the term "cash" in the accounting sense, is of considerable importance, since a careless handling may offer tempting opportunities for its misappropriation, with comparatively slight chances of detection. Taking up first the matter of cash receipts, it is apparent that cash is received from several sources and in several forms. Some sources of cash receipts are: (r) cash taken in direct payment for goods sold; (2) cash collected from customers on open account; (3) cash received in payment of notes and drafts; (4) cash from the sale of assets other than merchandise; (5) cash secured by short-time borrowing at the bank; (6) cash secured through long-time borrowing or the sale of securities.

Some of the forms in which cash is received are as follows:
(1) checks; (2) currency; (3) postal and express money orders;
(4) stamps; (5) bank credits, arising from notes discounted, interest on bank balances, or collections deposited to the firm's account.

All cash received, no matter what its form or source, should be recorded in two places: (1) in the cash book of the business and (2) on the record kept by the business of its relations with the bank. That is to say, all the cash receipts of any business should be deposited in the bank. Such deposit should be made, as far as is possible, on the day of receipt. The fact that a record of the firm's bank balance is kept by both the depositor and the bank acts as a check on the correctness of the records of cash transactions.

In a retail establishment the two chief sources of cash receipts are cash sales and collections from customers on account. Receipts of cash from sales are verified by checking the actual cash received with the totals of the cash sales tickets, after which a record of such receipts is made in the cash book and the cash sent in for deposit. The second great source of receipts, remittances through the mail from customers, is also the chief source in a wholesale establishment.

In either a wholesale or a retail business of any considerable size, therefore, the manner in which the incoming mail is handled is of considerable importance. It is well to have one responsible person, preferably a member of the firm or an officer of the company, to take charge of all remittances so received. In the larger retail establishments it is usual for each check to be accompanied by a "remittance slip," which is sometimes the statement of account itself, but generally a coupon which accompanies the statement and which is detached and inclosed with the remittance. Such a remittance slip serves as a basis for recording in the cash journal the receipt of cash from the customer, and also, as will appear later, for posting to his account. After listing, either on an adding-machine tape or on a special form of memorandum blank, all checks or other forms of remittance, this adding-machine tape or other form of memorandum serving the same purpose is sent to the accounting department to be used in making the records. The checks and other forms of cash received are sent to the cashier to be taken care of and deposited. Some variation of this procedure is permissible, but it is not ordinarily desirable that the man who opens the mail, the one who records the receipts in the cash book, and the one who deposits the cash should be the same man, since such a situation offers too great an opportunity for the misappropriation of funds.

At the end of the month, as soon as the monthly statement from the bank is available, it should be possible to check the cash receipts against the bank's record of deposits, and to establish an equality between the total receipts for the month and the total deposits. Amounts placed to the credit of the business on the books of the bank, arising from discounted notes, interest items, or collections, must also be recorded in the cash book as cash receipts, so that such items shall not disturb the equality between receipts and deposits.

Cash disbursements. In the foregoing discussion of cash receipts it was pointed out that by depositing all cash received, a check on the correctness of the entries on the receipts side of the cash book is available in the monthly bank statement. An equally effective check can be maintained on the cash disbursements if every cash disbursement entered in the cash book is effected by means of a check. It is evident, however, that there are many cash disbursements of such a small amount that it would be inconvenient and in fact impracticable



Exhibit 7



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Answer

Obtain a copy of the remittance slip in My Sprint Business **Enhanced Account Management**

Published 09/16/2010 04:21 PM | Updated 07/28/2011 04:32 PM | Answer t0 1065

Obtain a copy of the remittance slip in My Sprint Business Enhanced Account Management

The remittance slip contains everything you need to pay your bill, including the account name and number, total amount due and the mailing address for payment processing.

This feature is available to business customers with My Sprint Business Enhanced Account Management access. To begin, sign into your business account.

Step 1. Use the Hierarchy Selector to find and select the account (BAN) or subaccount (DAC).

Step 2. On the left side menu, click "Billing" then "Remittance Slip".

Step 3. When the screen displays, click "Print".

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Exhibit 8



Remittance Slip

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Check Number:	
Check Amount:	

Exhibit 9

Verizon Enterprise Center



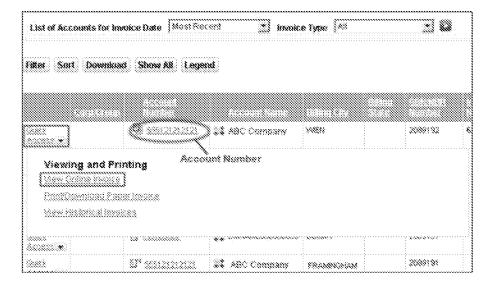
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Can't Find Your Account Number or Zip Code?

Paperless Billing Paper Invoices

Paperless Billing

To locate your account number on a Paperless bill, login to Verizon Enterprise Center and click the Invoices tab. Use the View Invoices function, or locate the account on the List of Accounts table.

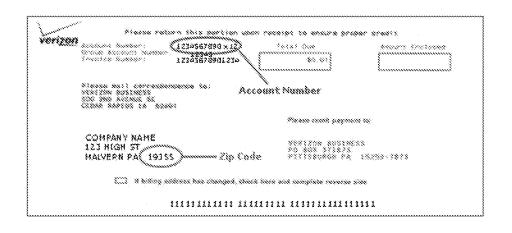


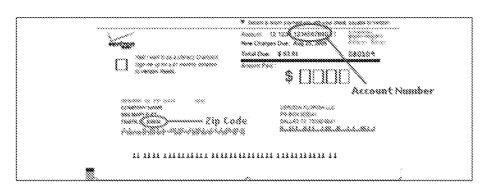
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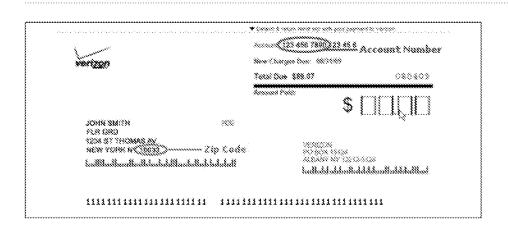
You can find your account number and zip code on the remittance slip on your invoice. The red-highlighted area in the below image is the account number and the blue-highlighted area refers to the billing zip code.

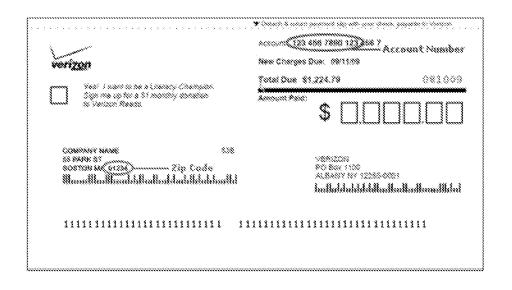
Remittance Slip

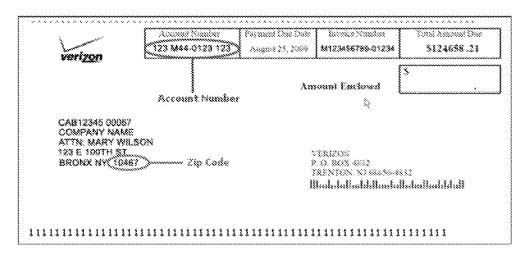


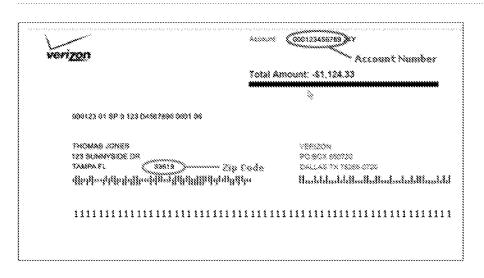


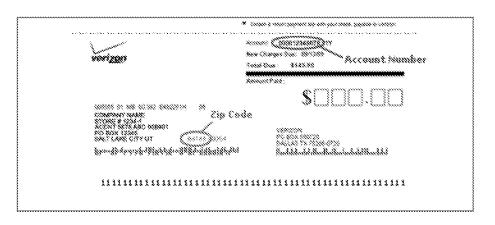
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